

SECRETEmergencies - 350-2000
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8-5628

MEMORANDUM FOR: Deputy Director of Central Intelligence

THROUGH : Deputy Director (Support)

SUBJECT : Death of Agency Employees

REFERENCE : Memo from DD/S to D/Pers, same subject, 3 July 56
(DD/S 56-2401)

1. This memorandum contains a standard operating procedure for your approval.
2. There follows the working procedure which will become effective with the death, injury or serious illness of an Agency employee or a person officially detailed to the Agency:

a. Initial notification to the Agency can come from one of several sources, depending upon the circumstances; by cable from an overseas location; by TWX or telephone from a U.S. installation; by telephone from local police or a private citizen; by personal notification of an Agency employee possessing the facts.

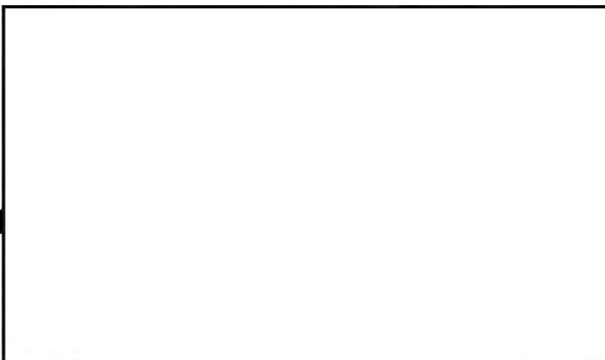
b. Normally the initial notification is given to the office of assignment and/or, in the case of DD/P employees overseas, to the Area Division concerned. In some cases initial notification is received exclusively by the Office of Security or the Medical Staff. Rarely is the Office of Personnel the initial recipient.

c. (par. 2a.) requires immediate notification of an employee emergency to the Director of Personnel. Par. 2e. of this same regulation requires the Director of Personnel immediately to inform other Agency officials who are responsible for taking action. The principal offices concerned with such cases have designated emergency representatives as follows:

Office of Personnel -

Office of Security -

Office of General Coun



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